



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-4615

COMNAVRESFORCOMINST 5100.12
N00SA
17 Sep 13

COMNAVRESFORCOM INSTRUCTION 5100.12

From: Commander, Navy Reserve Forces Command

Subj: COMMAND MOTORCYCLE MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 5100.12J
(b) SECNAV M-5210.1, Department of the Navy Records Management Manual

Encl: (1) Pre-Ride Inspection Checklist
(2) Highway/Group Ride Checklist
(3) Motorcycle Safety Foundation Quick Tips
(4) Page 13 Motorcycle Operator Training Acknowledgement
(5) Page 13 Motorcycle Operator Status Change

1. Purpose. To assign responsibilities and establish policy for the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Motorcycle Mentorship Program (M2P).

2. Scope. This instruction applies to all motorcycle, off-highway motorcycle (scooter), off-road (dirt-bike) and three-wheeled (trike) operators and passengers for personnel located in Building NH-32, on or off duty, whether operating an owned, leased, borrowed or rented motorcycle for personal use or official business. Each motorcycle operator is encouraged to actively participate and support the objectives of the M2P by setting a positive example and promoting the safety and welfare of all participants.

3. Background. Historically, injuries and deaths that have resulted from motorcycle mishaps have significantly degraded Navy and Marine Corps readiness. In order to reduce mishaps, riders must embrace continuing education and skills development and maintain a high degree of hazard awareness. The M2P will provide a means for each motorcycle operator to enhance their knowledge and skills through informal instruction and mentorship.

4. Objective

a. The M2P seeks to improve rider knowledge, promote safety awareness and improve motorcycle operator skills.

b. Provide a means of mentorship for inexperienced riders or riders new to the Hampton Roads area and continuing education for all riders.

c. Pair inexperienced riders with experienced ones who ride similar motorcycles to help new riders gain experience and safe riding skills.

d. Establish a means of communication for all command riders to exchange ideas.

e. Promote and support safety recognition programs.

f. Promote motorcycle safety awareness and training on and off base, through participation in safety promotional events.

g. Promote the use of designated driver and other effective Driving Under the Influence (DUI) prevention programs with all organized M2P sponsored or attended events.

h. Provide a forum where any safety policies, programs or motorcycle items of interest may be discussed freely.

i. Maintain a high state of group morale and "esprit de corps" and encourage the highest standards of safety, bearing and behavior.

k. Provide a forum for guest speakers to discuss topics of interest with the members, with emphasis on safety, rider skills, community and family service.

5. Qualification of Members. Participation in the M2P shall be strictly voluntary and without regard to race, color, religion, sex, national origin, age or handicap and open to any motorcycle operator who is a federal employee, or military member assigned to COMNAVRESFORCOM. All members must have a current motorcycle endorsement on their license and maintain insurance as required by law. Military members must complete all safety training required by reference (a). Membership shall consist of four categories as defined below:

a. Active Member: An active member is any member that has completed level I and level II training requirements and has at least 1 full year of recent motorcycle operating experience with no serious private motor vehicle (PMV) mishaps or traffic violations.

b. Mentors: will be selected from the active membership to observe and advise the new rider and novice rider for a period of six months. The mentor is selected by the M2P Coordinator or Assistant Coordinator.

c. New Rider Member: A new rider member is any member that has completed level I and level II training requirements and has at least 6 months but less than 1 year riding experience. After completion of the 1 year period, with mentor concurrence, new riders may be designated an active member.

d. Novice Rider Member: A novice rider member is any member that has completed level I training and/or who has less than 6 months riding experience or a person who intends to purchase a motorcycle. Novice riders who have completed level I training must also have a confirmed level II course date. After completion of level II training and the 6 month period, with mentor concurrence, the novice rider may be designated a new rider.

e. Honorary Member: Honorary membership can be bestowed to any individual with a simple majority vote of the active members present at any membership meeting. Honorary membership shall be restricted to individuals who have taken positive actions that support the Navy and Marine Corps' motorcycle safety program or the M2P principles and objectives. Honorary members are not authorized to vote.

6. Guidance. If this guidance is found to be in conflict with official Navy or Marine Corps directives or standards, the official Navy or Marine Corps directive or standard takes precedence. The M2P Coordinator and Assistant Coordinator are voluntary collateral duty/positions who will serve for a period of at least 1 year following the approval of the COMNAVRESFOR Safety Director (N00SA).

a. Officers and their duties.

(1) M2P Coordinator. The coordinator shall be a military or Department of Defense (DoD) civilian motorcycle operator assigned to COMNAVRESFORCOM staff. The Coordinator shall:

(a) Ensure that the COMNAVRESFORCOM Command Master Chief (CMC) and COMNAVRESFORCOM Motorcycle Safety Representative (MSR) are informed of the results of all meetings, upcoming events and status of the mentorship program.

(b) Obtain COMNAVRESFORCOM approval prior to M2P participation in any motorcycle related event, on or off-base.

(c) Set the dates for and preside over all membership and special meetings.

(d) Ensure all members are informed of upcoming meetings and events through entries in the Plan of the Week, email or other media.

(e) Establish committees and appoint committee members if required or deemed necessary.

(f) Recommend active members to COMNAVRESFOR Safety (N00SA) to fill designated officer positions if there are three months or less remaining on the incumbent's term or when the officer is unable to complete the current term.

(g) Act as M2P spokesperson.

(h) Distribute a tentative agenda for each membership meeting.

(i) Pair inexperienced operators with experienced ones who ride similar motorcycles to help new riders and novice riders gain experience and safe riding skills.

(j) Appoint M2P members i.e., Lead Road Captains, Road Captains, Sweepers, etc. to non-designated positions as needed, utilizing enclosure (1) for Hand Signals in Group rides.

(2) M2P Assistant Coordinator

(a) Assume duties of the Coordinator in his/her absence.

(b) Record the minutes of membership meetings and membership attendance.

(c) Distribute the meeting minutes to all members, CMC and COMNAVRESFORCOM MSR (N00SA) no later than 7 calendar days after each meeting.

(d) Maintain a complete file of M2P correspondence for at least 5 years.

(e) Maintain a M2P e-mail folder.

(3) Lead Road Captain (L-CAP)

(a) Organize, coordinate and train personnel as Road Captains (R-CAPS) as needed for events and special functions utilizing enclosure (1). R-CAPS may lead any M2P event.

(b) Lead M2P in formation riding or in parades. The Lead Road Captain will provide riding instructions i.e., destination, scheduled stops, anticipated weather conditions and a review of hand signals to all riders prior to the start of a ride. Riders should be coached during the ride only as necessary to correct unsafe acts/conditions that could cause immediate danger to the group. Post ride debriefs/discussions shall be conducted and include to all riders. Lead Road Captains shall ensure group rides are maintained at no more than ten motorcycles per group. Sub-groups shall be established when necessary.

(c) Enforce all rules of group riding.

(d) Road Captains shall have the unchallenged right to terminate a member's participation in a given ride or event for safety or any action that may bring discredit to the M2P.

(e) Road Captains do not assume responsibility for individual riders. This position is organizational and its primary purpose is to provide pace setting and safety for the good order of the group during group rides. Each rider shall assume their own risk and make their own decisions while operating their motorcycle.

(4) Mentors

(a) A mentor is defined as "a trusted counselor or guide." Mentoring, therefore, is a relationship in which a person with greater experience and wisdom guides another person.

(b) Will observe and assist New and Novice riders, to include a check ride with the member to establish skill level.

(c) The mentor will use available training and promotional resources to encourage safe, responsible riding techniques and skills, enclosures (1), (2) and (3) are available resources to assist in training.

(5) Photographer

(a) The photographer photographs M2P events and members participating in events. The photographer will coordinate M2P events with the COMNAVRESFOR Public Affair Officer to help promote motorcycle safety and awareness throughout the Navy and Marine Corps.

(6) Motorcycle Safety Representative (MSR)

(a) The Command MSR (N00SA) is responsible for ensuring command motorcycle operators are identified, trained and meet requirements in accordance with reference (a). Enclosures (4) and (5) may be utilized as an additional tool by the MSR to document an operator's status (active-inactive) and to ensure operators are aware of the Navy's motorcycle safety training requirements.

(b) MSR will provide an updated roster of command motorcycle operators to the M2P officers prior to each meeting or upon request.

(c) The COMNAVRESFORCOM Safety Program Manager and MSR designation is independent of the M2P.

(d) MSRs may hold M2P officer positions if properly trained and approved by COMNAVRESFORCOM.

7. Member duties and standards of conduct

a. M2P members will uphold the basic program principles of safety, responsibility, respect and support.

b. M2P members will conduct themselves at all times with the highest regard of the program principles. Unrestrained behavior, disrespect of fellow citizens or acts that may reflect poorly on the Navy and Marine Corps are unacceptable and shall not be tolerated.

c. Each member serves as a safety officer. Each member is responsible for identifying and correcting any condition that threatens the welfare of other members or the general public.

Any willful unsafe riding or act witnessed by a fellow member may result in suspension. Reports of misconduct will be adjudicated by fellow M2P members at the next member meeting.

d. All M2P activities will be planned and conducted to encourage participation by all M2P members to the maximum extent possible, regardless of the type of motorcycle ridden.

e. No member will operate his/her motorcycle while impaired or under the influence of drugs or alcohol.

f. At all times members will foster an atmosphere of skill improvement, responsible riding and respect. Aggressive, competitive and potentially self-destructive riding behaviors will not be tolerated.

8. Meetings of the M2P

a. Regular membership meetings may be held monthly or at least quarterly for the purpose of conducting business and training. Training may include guest speakers, lectures, knowledge exams, practical skills application, etc.

b. The command motorcycle operator roster and training report shall be reviewed at each regular meeting.

c. Special Meetings will be held, as deemed appropriate by the M2P Coordinator.

9. Event participation

a. Individual Participation. COMNAVRESFORCOM approval must be obtained prior to any group event participation. Individuals participating in events solely on their own behalf and not representing the M2P, COMNAVRESFOR, COMNAVRESFORCOM or COMNAVAIRFORES do not require prior COMNAVRESFORCOM approval.

(1) Military members. All military members of the M2P are encouraged to participate in all events supporting and promoting motorcycle safety and awareness but not to interfere with operational or official commitments and duties. Members will not be charged leave for participation in approved events.

(2) Civilian Federal Employees. All civilian federal employee members of the M2P are highly encouraged to participate in all events supporting and promoting motorcycle safety and awareness within the geographical Tidewater area.

Supervisors are encouraged to approve leave for civilians to attend events, workload permitting and if leave is available.

(3) Guests. COMNAVRESFORCOM approval must be obtained prior to any guest participation in any M2P event and guest must be sponsored/escorted by a M2P member. Guests must comply with all M2P rules, policies and standards of conduct.

b. Group-ride standards. The following standard operating procedures shall be adhered to for all group rides.

(1) One R-CAP shall be assigned for sub-groups of up to 4 riders. No R-CAP is required for a single rider.

(2) Two R-CAPS shall be assigned for sub-groups of five to nine riders.

(3) The maximum number of riders per sub-group is 10. If more than 10 riders are participating in the group ride two or more sub-groups shall be utilized.

(4) One R-CAP will always ride point and set the pace. For groups exceeding four riders, the second R-CAP shall ride sweep to assure the safety of the group from behind and assist members with mechanical problems.

10. Forms. Records created by this instruction, regardless of media, will be managed in accordance with reference (b).



B. P. CUTCHEN

Distribution:

Electronic copy via COMNAVRESFOR Web site
<https://www.navyreserve.navy.mil>

COMNAVRESFORCOM M2P Pre-Ride Inspection
Checklist

Name	Rate	Command	Code	Phone

- **T-Tires & Wheels**
 - Air Pressure
 - Tread
 - Cracks, Flat Spots, Dents, Loose Spokes
 - Bearings
 - Brakes
- **C-Controls**
 - Levers
 - Switches
 - Cables
 - Hoses
 - Throttle
 - Clutch
- **L-Lights and Electrics**
 - Headlights (High and Low beam)
 - Brake Light
 - Turn Signals (Front and Back)
- **O-Oil and other Fluids (Levels/Leaks)**
 - Coolant
 - Fuel
 - Hydraulic
 - Brake
- **C-Chassis**
 - Suspension
 - Drive Components (Chain/belt/Driveshaft)
- **S-Sidestand**
 - Up Position-Locked
 - Down position-Locked

Comments:

Enclosure (1)

Motorcycle Mentorship Checklist for Highway Riding

Participants Printed Name:	
Discussion Items/Comments	Discussion Items/Comments
<input type="checkbox"/> Attitude:	<input type="checkbox"/> Stopping:
Clear minded, safety conscious	Use four fingers, use both brakes, understand the braking technique, and avoid wheel lock-up, head and eyes up.
Comments:	Comments:
<input type="checkbox"/> Group Riding:	<input type="checkbox"/> Environment:
Route, Destination, Designated Stops, Hazards, Hand Signals, Safe Driving Distances, Speed, Fuel Stops, Anticipated Return Time	Wash Out Areas, Rain, Temperature Change, Slick Surface, Sand/dirt in roadway, day and night, wind
Comments:	Comments:
<input type="checkbox"/> TCLOCS Inspection Process	<input type="checkbox"/> Changing Traffic/Roadway Conditions/Configurations:
Refer to enclosure (2), CNRFCM2P Pre-Ride Checklist for Motorcycle Operation/Maintenance	City, highway, rural, lane position. Hand signals for "split" vs "single-up" group riding.
Comments:	Comments:
<input type="checkbox"/> Speed	<input type="checkbox"/> Operational Risk Management:
Maintain safe speed, adjust speed to conditions, throttle control	What makes a good motorcyclist? Attitude, Search, Evaluate, Execute. Playing the "What If" game (Anticipate)
Comments:	Comments:
<input type="checkbox"/> Cornering:	<input type="checkbox"/> Emergency Procedures
Proper Entry Speed, Maintain Steady Speed through turn, Emergent Braking Technique, Look through the turn.	Nearest Medical Facilities, first aid kits, 911 caller, "ICE" phone numbers of group riders.
Comments:	Comments:
<input type="checkbox"/> Intersections:	<input type="checkbox"/> Personal Experience Discussion
Anticipate hazards, i.e., vehicle turning into your path, inop traffic lights, fluids in the road, stay in first gear w/clutch engaged.	Talk about your riding experiences and situations. Any additional relevant information.
Comments:	Comments:
<input type="checkbox"/> Avoiding/Approaching Obstacles:	<input type="checkbox"/> Misc:
Decrease speed, approach @ 90 degrees (if safe to do so), Rise off seat(ightly) with feet firmly on pegs/footboards, utilize counter steering technique.	
Comments:	
Member's Signature:	Mentor's signature:
Evaluation: <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
CNRFCM2P Coordinator Signature:	

Enclosure (2)



QUICK TIPS: MSF's Guide to Group Riding

Motorcycling is primarily a solo activity, but for many, riding as a group -- whether with friends on a Sunday morning ride or with an organized motorcycle rally -- is the epitome of the motorcycling experience. Here are some tips to help ensure a fun and safe group ride:

Arrive prepared. Arrive on time with a full gas tank.

Hold a riders' meeting. Discuss things like the route, rest and fuel stops, and hand signals (see diagrams on next page). Assign a lead and sweep (tail) rider. Both should be experienced riders who are well-versed in group riding procedures. The leader should assess everyone's riding skills and the group's riding style.

Keep the group to a manageable size, ideally five to seven riders. If necessary, break the group into smaller sub-groups, each with a lead and sweep rider.

Ride prepared. At least one rider in each group should pack a cell phone, first-aid kit, and full tool kit, so the group is prepared for any problem that they might encounter.

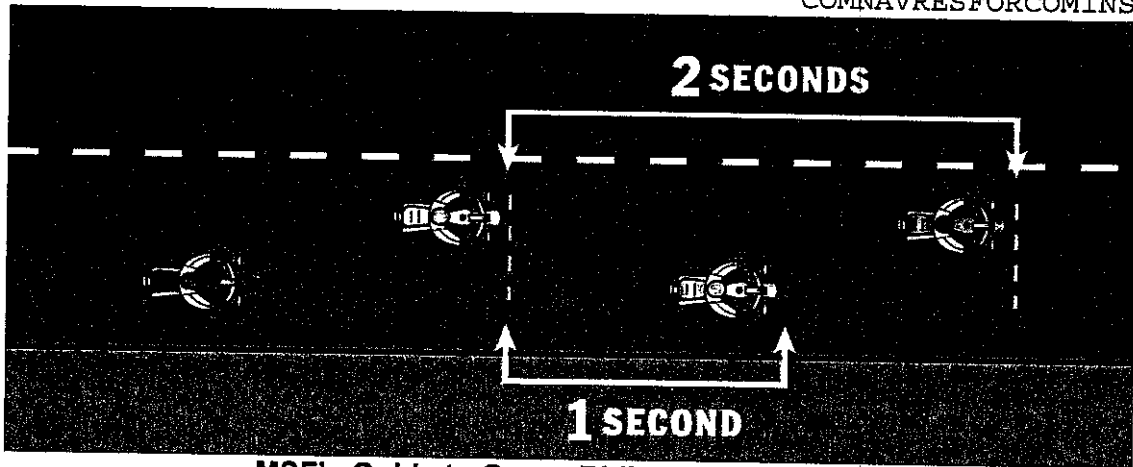
Ride in formation. The staggered riding formation (see diagram below) allows a proper space cushion between motorcycles so that each rider has enough time and space to maneuver and to react to hazards. The leader rides in the left third of the lane, while the next rider stays at least one second behind in the right third of the lane; the rest of the group follows the same pattern. A single-file formation is preferred on a curvy road, under conditions of poor visibility or poor road surfaces, entering/leaving highways, or other situations where an increased space cushion or maneuvering room is needed.

Avoid side-by-side formations, as they reduce the space cushion. If you suddenly needed to swerve to avoid a hazard, you would not have room to do so. You don't want handlebars to get entangled.

Periodically check the riders following in your rear view mirror. If you see a rider falling behind, slow down so they may catch up. If all the riders in the group use this technique, the group should be able to maintain a fairly steady speed without pressure to ride too fast to catch up.

If you're separated from the group, don't panic. Your group should have a pre-planned procedure in place to regroup. Don't break the law or ride beyond your skills to catch up.

For mechanical or medical problems, use a cell phone to call for assistance as the situation warrants.



MSF's Guide to Group Riding: Hand Signals

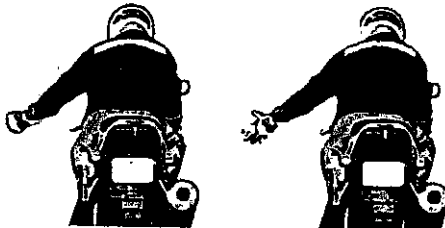
Stop - arm extended straight down, palm facing back



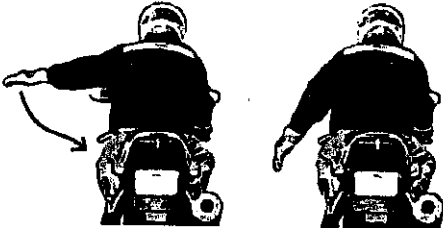
Single File - arm and index finger extended straight up



Turn Signal On - open and close hand with fingers and thumb extended



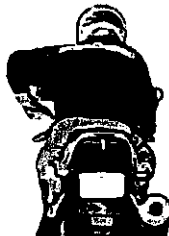
Slow Down - arm extended straight out, palm facing down



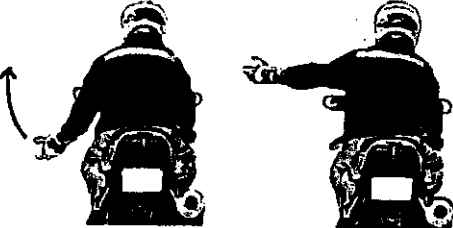
Double File - arm with index and middle finger extended straight up



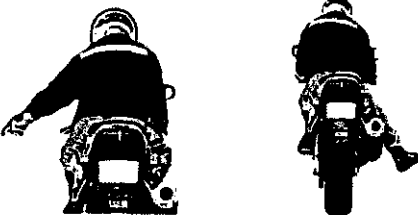
Fuel - arm out to side pointing to tank with finger extended



Speed Up - arm extended straight out, palm facing up



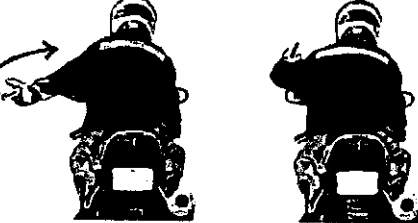
Hazard in Roadway - on the right, point with right foot; on the left, point with left hand



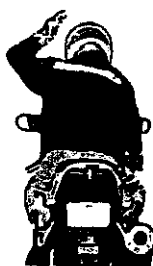
Refreshment Stop - fingers closed, thumb to mouth



You Lead/Come - arm extended upward 45 degrees, palm forward pointing with index finger, swing in arc from back to front



Highbeam - tap on top of helmet with open palm down



Comfort Stop - forearm extended, fist clenched with short up and down motion

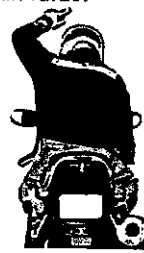


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Follow Me - arm extended straight up
from shoulder, palm forward



Pull Off - arm positioned as for right turn,
forearm swung toward shoulder



ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)

SN 0106-LF-010-6991

E-32

SHIP OR STATION

COMNAVRESFORCOM/COMNAVAIRFORES

UIC: N00072/N3447B/N00071

: IT IS A TOP PRIORITY OF THE COMMANDER, NAVY RESERVE FORCES COMMAND TO MINIMIZE, IF NOT ELIMINATE MOTORCYCLE-RELATED FATALITIES BY ENFORCING THE SAFETY REQUIREMENTS SET FORTH IN OPNAVINST 5100.12(SERIES), NAVY TRAFFIC SAFETY PROGRAM. ACCORDINGLY, YOU ARE DIRECTED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN OPNAVINST 5100.12(SERIES) PRIOR TO OPERATING A MOTORCYCLE, BOTH ON OR OFF ANY MILITARY INSTALLATION INCLUDING THE FOLLOWING:

- PRIOR TO THE OPERATION OR PURCHASE OF A MOTORCYCLE, OFF HIGHWAY MOTORCYCLE OR ALL TERRAIN VEHICLE, OPERATORS MUST INFORM THEIR IMMEDIATE SUPERVISOR AND COMPLETE THE MOTORCYCLE RIDER CENSUS ON THE ESAMS WEB SITE (SEE THE COMMAND MOTORCYCLE SAFETY REPRESENTATIVE (MSR) FOR GUIDANCE AS NECESSARY).
- POSSESS A VALID MOTORCYCLE OPERATOR'S LICENSE OR ENDORSEMENT AS REQUIRED BY STATE REGULATIONS.
- SUCCESSFULLY COMPLETE COMNAVSAFECEN-APPROVED MOTORCYCLE TRAINING, AS DIRECTED BY OPNAVINST 5100.12(SERIES)
- HAVE REAR VIEW MIRRORS MOUNTED ON EACH SIDE OF THE MOTORCYCLE'S HANDLEBARS OR THE LEFT AND RIGHT SIDE OF THE FAIRING.
- WHEN AVAILABLE, SPECIALIZED TRAINING FOR OPERATING ATVS AND OFF ROAD MOTORCYCLES IS HIGHLY ENCOURAGED.
- THE FOLLOWING PERSONAL PROTECTIVE EQUIPMENT (PPE) MUST BE WORN WHILE OPERATING OR RIDING A MOTORCYCLE EITHER ON OR OFF ANY MILITARY INSTALLATION:
 - A. A PROPERLY FASTENED (UNDER THE CHIN) HELMET THAT MEETS U.S. DEPARTMENT OF TRANSPORTATION (DOT) STANDARDS.
 - B. A PROPERLY WORN EYE-PROTECTIVE DEVICE, DEFINED AS IMPACT OR SHATTER-RESISTANT GOGGLES, WRAP AROUND STYLE GLASSES OR A FULL-FACE SHIELD ATTACHED TO A HELMET. A MOTORCYCLE-MOUNTED WINDSHIELD IS NOT CONSIDERED PROPER EYE PROTECTION.
 - C. LONG-SLEEVED SHIRT OR JACKET; LONG-LEGGED TROUSERS; FULL-FINGER GLOVES/MITTENS DESIGNED FOR USE ON A MOTORCYCLE; PROTECTIVE FOOTWEAR SUCH AS LEATHER BOOTS OR OVER-THE-ANKLE SHOES; A CONTRASTING OR BRIGHTLY COLORED OUTER UPPER GARMENT DURING THE DAY AND AN UPPER GARMENT CONTAINING REFLECTIVE MATERIAL DURING THE NIGHT AND DURING INCLEMENT WEATHER. THE OUTER GARMENT SHALL BE CLEARLY VISIBLE AND NOT COVERED BY BACKPACKS, ETC.
 - D. KNEE AND SHIN GUARDS AND PADDED, FULL-FINGERED GLOVES FOR OPERATORS OF ATVS AND OFF-HIGHWAY MOTORCYCLES (OHM) DURING OFF-ROAD OPERATIONS. THIS EQUIPMENT NOT ONLY PROTECTS AGAINST INJURY, BUT ALSO SHIELDS THE RIDER FROM THE SUN, WIND, INCLEMENT WEATHER, AND FLYING DEBRIS.

* OPNAVINST 5100.12(SERIES) IS A LAWFUL GENERAL ORDER. FAILURE TO COMPLY WITH ITS MANDATORY REQUIREMENTS, INCLUDING THE SAFETY PRECAUTIONS DISCUSSED ABOVE, MAY SUBJECT THE MEMBER TO DISCIPLINARY ACTION UNDER THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).

Witnessed:

(Member's Signature)

(Spell out name and grade)

ME (LAST, FIRST, MI)

SSN

BRANCH OF CLASS

Enclosure (4)

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)

SN 0106-LF-010-6991

E-32

SHIP OR STATION

COMNAVRESFORCOM/COMNAVAIRFORES

UIC: N00072/N3447B/N00071

I HEREBY ACKNOWLEDGE THAT I HAVE BEEN PLACED IN AN INACTIVE RIDER STATUS AND I WILL NO LONGER OPERATE ANY MOTORCYCLE, "TRIKE", THREE WHEELER, OR SCOOTER. I WILL NOT BE OPERATING ANY MOTORCYCLE DUE TO THE FOLLOWING REASON:

- ☐ I DO NOT OWN A MOTORCYCLE
- ☐ I SOLD OR NO LONGER OWN A MOTORCYCLE: DATE _____
- ☐ MOTORCYCLE IS STORED: REASON _____ UNTIL _____
- ☐ MY MOTORCYCLE IS NOT IN THE LOCAL AREA AND I WILL NOT BE RIDING IT OR ANY OTHER MOTORCYCLE
- ☐ OTHER: _____

I ACKNOWLEDGE THAT, IF I DECIDE TO BECOME AN ACTIVE RIDER WILL NOTIFY THE COMMAND MOTORCYCLE COORDINATOR AND ADHERE TO ALL THE REQUIREMENTS PLACED ON ME BY THE OPNAVINST 5100.12 (SERIES) AND/OR COMMAND DIRECTIVES.

I ACKNOWLEDGE THAT ANY VIOLATION OF THE ABOVE REQUIREMENTS PLACED ON ME BY THE OPNAVINST 5100.12 (SERIES) AND COMMAND DIRECTIVES MAY BE PUNISHABLE UNDER THE UCMJ.

Signature of Member_____
Witness By (Department Head/DLCPO)_____
Date_____
WE (LAST, FIRST, MI)_____
SSN_____
BRANCH OF CLASS

Enclosure (5)